

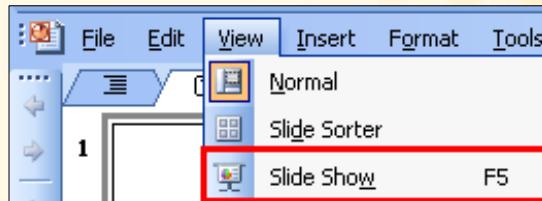


Instructions

This PowerPoint orientation module is designed to be taken as an interactive, standalone slide show. Click **View>Slide Show** (see screen captures below) if you are not already in Slide Show mode. You are not in Slide Show mode if you see the PowerPoint menu bar and toolbar at the top of the screen.

PowerPoint 2003

PowerPoint 2007



In Slide Show mode, click any of the navigation buttons below for a

Exit. Takes you out of Slide Show mode to Normal mode. You can close the presentation file or exit the application. **Home.** Returns you to the first slide in the topic file. **Abc.** Shows a search dialog box where you can enter search terms. **Search.** Allows you to search for topics related to the current slide. **Resource.** Links to external resources related to the current slide. **Sugg.** Allows you to send an email message to the supervisor about the current slide. **Print.** Combines the current slide with other slides to create a printout. **Back.** Returns you to the previous slide in sequence. **Next.** Goes to the next slide in sequence within the topic file. On the last slide of a topic, it instructs you to choose another topic.

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Click anywhere in this box to close





Topic 5 - Supporting Volunteers Before Deployment

Can the DoD Require an Employee to Participate in the Program?

Certainly, employees may be designated by the various DoD components to participate in the program. If a position is designated, the employee will be asked to sign an agreement that they will deploy if called upon to do so. If the employee does not wish to deploy, every effort should be made to reassign the employee to a non-deploying position.

The [DoDD 1404.10](#) emphasizes, however, that volunteers be sought first for any expeditionary requirements, before requiring anyone to serve involuntarily or on short notice.

Click the terms below for a description of the categories of duty service.

EE

Capa
Emplo

Capability Based Vol

A personnel-based voluntary identification scope of an employee's NCE requirements to volunteer for deployment of other employees. At the end of deployment, employees acquire CBV status.

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Emergency Essential

A position-based designation to support emergency essential missions. (10 days)

A position-based designation to support non-combat missions. Deployability is required as a condition of employment.

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Non-Combat Essential

Capability-Based Former Employee Volunteer Corps

Former (including retired) DoD civilian employees who have registered their interest in returning to time-limited Federal service to serve expeditionary requirements or backfill deployed volunteers. When re-employed, they acquire CBV status.

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Topic 5 - Supporting Volunteers Before Deployment

What is the Employment Requirement for Volunteer Applicants?



CEW volunteers learn how to wear an Army gas mask and receive a quick class in chemical, biological and radiological warfare in the Regional Training Institute at the Camp Atterbury Joint Maneuver Training Center.

[What is the requirement regarding DoD employment status?](#)

Recall the policy stated in an earlier topic, then click the link to verify your answer.

Your employee can and should be encouraged to apply as a volunteer to the program even if a specific position is not posted on the [Camp Atterbury site](#). In this case, the volunteer specifies the type of position in which they would like to serve. Their resume will be kept in the database; it is added to

Although DoD civilian employees are the priority as far as selecting and recruiting volunteers, it is not a requirement that volunteers be in the DoD civilian workforce; non-government employees are encouraged to apply.

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Topic 5 - Supporting Volunteers Before Deployment

What are Other Requirements for Volunteer Applicants?

What are the other requirements? *From what you know so far about the program, think of what would correctly fill in the missing phrases in the list of requirements below, then click to confirm your answers.*

- U.S. citizenshi
- Relatp competencies, skills, abilities, medical heart
psychologic h fitness to be successful in high pressure and austere operational environments. This includes a al assessment to determine whether they can meet a specific expeditionary requirement.
- Ability to work as part of an integrate team including contract, d, Federal civilian, and foreign or national personnel
- A record of successful job ??? to deliver results (appraisal rating fully successful or 3 under NSPS)
- The highest professional and ethical behavior to maintain a deployment environment characterized by good order, discipline, and conduct

Consult the [CEW web site](#) for more information about any of these requirements.



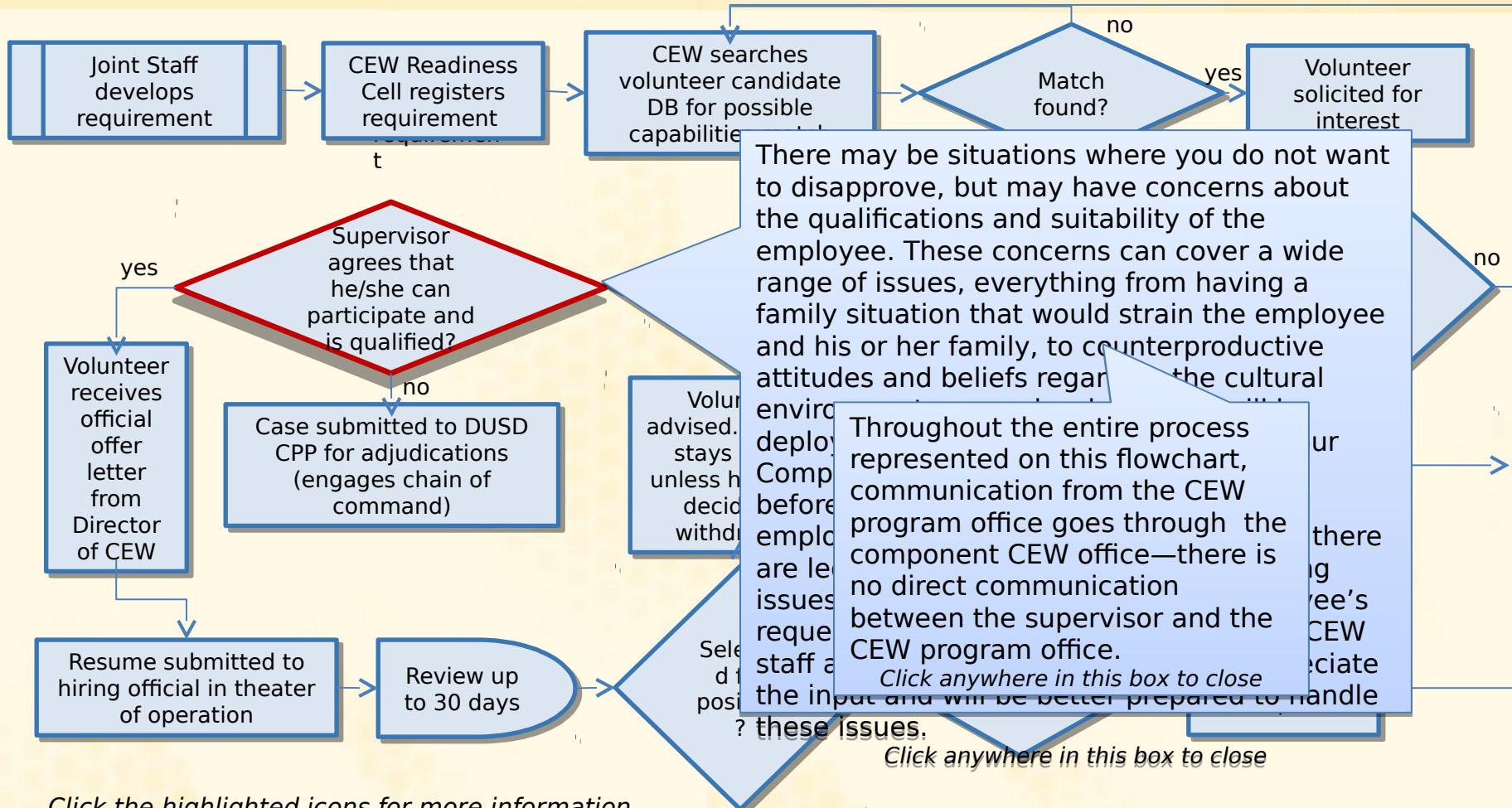
CEW volunteer David Matthews, left, shows Dennis Schouten what he calls the "best thing ever made" in the Army's Meals Ready-to-Eat: jalapeno cheese spread.





Topic 5 - Supporting Volunteers Before Deployment

What is the Process for Getting Accepted into the Program?





Topic 5 - Supporting Volunteers Before Deployment

Who Manages the Pre-Deployment Processing?

Your component manages the pre-deployment processing, and each will likely have different procedures. Components have been directed to provide dedicated HR Specialists to manage and assist volunteers in this ~~process~~. Check with your ~~component~~ CEW staff to see what your responsibilities and resources are (vs what may be handled by your CEW HR Specialist).

Contact the CEW program office by [email](#) or phone (877.873.0956) to find out who they are.

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CEW volunteers check their training progress posted in the Regional Training Institute at the Camp Atterbury Joint Maneuver Training Center.



Topic 5 - Supporting Volunteers Before Deployment

What Are My Responsibilities for Pre-Deployment Processing Once the Volunteer is Selected? (1 of 2)

Your responsibilities will likely require some involvement in the following:

- Travel orders and vouchers. See [job aid](#).
- [Support in completing forms](#)
- [Training logistics](#)
- [Personal and family logistics](#)
- [Health assessment](#)
- [Dental assessment](#)
- [Family Care Plan](#)
- Getting a security clearance (Secret or Top Sec required and if he or she does not already have one)
- Ensuring a [RSF-52 \(Request for Personnel Action\)](#) is completed (for unclassified deployments)
- Ensuring that the volunteer has submitted a [SF-1190 \(Foreign Allowances Application, Grant, and Report\)](#) with [addendum](#) to receive [enhanced forms of compensation](#) available to CEW volunteers



For a complete list of forms volunteers must complete, see [Summary of Entitlements and Benefits](#), p. 33 *Deployment - Mobilization Checklist*

volunteer once the offer is accepted.
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The logistics are normally handled through your local HR department.

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Topic 5 - Supporting Volunteers Before Deployment

What Are My Responsibilities for Pre-Deployment Processing Once the Volunteer is Selected? (2 of 2)

Responsibilities (continued):

- Documentation such as:
 - [Passport and Visa](#)
 - [Common Access Card \(CAC\)](#) with proper Geneva Convention Category and privileges
 - Security clearances
- Granting of work time and/or leave for items such as:
 - Sick leave for health assessment appointments
 - Accommodating [training](#), both resident (10 days at the [NDC](#)) and [online](#)
 - Fulfilling any requirements related to their CEW status
- Assigning an HR “buddy” from your organization that will be available to assist the volunteer and their family while deployed



This card is required for the volunteer to be able to access military facilities and privileges (valid only while serving in theater).

This is the last screen in this topic.
Click the Exit button to exit Slide Show Mode, then close the PowerPoint window. Return to the Topics Menu to launch the next topic.

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